

WALNUT CREEK MUTUAL NO. FORTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD
WEDNESDAY, NOVEMBER 20, 2019 AT 2:00PM
MOD LARGE CONFERENCE ROOM
800 ROCKVIEW DRIVE, WALNUT CREEK, CA 94595

Call to Order

Vice President Ford called the meeting to order at 2:00pm.

Roll Call

Directors Present: Robert Burch, President
Sonya Ford, Vice President
Ron Schwartz, Treasurer
Ellen Russell, Secretary
Richard Pancoast, Director

Committees: Sonya Ford, Landscape Maintenance
Richard Pancoast, Building Maintenance/Alterations
Norm King, Solar
Trudi Garland, Hospitality
John Mosher, Emergency Preparedness – Absent
David Vereeke, EVCS Committee
Tim Andrews, Recycling & Waste Champion

Also Present: Paul Donner, Mutual Operations Director; Rick West, Building Maintenance Manager and Lucy Limon, Administrative Assistant.

President Resignation

Robert Burch announced that he would resign from the Mutual 48 president seat, effective November 20, 2019.

Appointment to Board Vacancy

The Board made a motion to appoint Sonya Ford as the new President for Mutual 48.

Moved, Seconded, Carried 3-0

Approval of Meeting Minutes

President Ford asked if there were any additions or corrections to the following minutes:

Regular Meeting of the Board October 16, 2019
Budget Meeting Minutes October 25, 2019

The Board made a motion to approve the aforementioned minutes.

Moved, Seconded, Carried 4-0

Members Forum

Residents were afforded the opportunity to express their general concerns and make comments. The topics discussed in members' forum included: condo insurance.

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Treasurer's Report: Ron Schwartz

The October 31, 2019 Financial Report was presented as follows:

- a) Operating: \$42,771
- b) Reserves: \$555,060

Petty Cash Fund: \$1153.78

Items to watch:

INSURANCE YTD actual cost: \$56,860
TELEPHONE YTD: \$5,133
GARBAGE costs YTD trash pickup: \$15,490
PG&E YTD: \$6,633 – Over budget by \$2,263
Elevator deleted Maintenance bill for elevator for Oct

OTHER

Sprinkler inspection/repair to be changed to fire-misc

We have no sprinklers

Used for other costs – inspection/new extinguishers boxes & clean up (\$1182)

Cost of new powerline under driveway. Trench and black top = \$8,885 plus approved electrical bill of \$1,850 ---- estimated total; \$10, 735

3274 – 2A Mutual repair costs for “sale of property” -- \$4,525. Will this be typical for all future sales???

A motion was made to certify that the Mutual is on compliance with §5500 by review of the October 31, 2019 financial reports.

Moved, Seconded, Carried 4-0

Landscape Report: Sonya Ford

Sonya reported that the committee is waiting on the city permits to remove trees in entry 19 and 20. Building clearance is currently underway.

Building Maintenance Report: Rick West & Richard Pancoast

Building Maintenance Manager Rick West reported the following:

INFORMATION ITEMS: Work scheduled, In Progress or Completed

1. 3324 and 3318 Elevator Modernization technical and Safety upgrades - Contractor: Otis Elevator – Cost \$240,000.00 Plus \$55,000.00 Electrical upgrades by Muscio Electric. (Start date for 3318 PT was September 30th and schedule to reopen Late November 2019. Scheduled Start date for 3324 PT is January 6th reopening February 14th 2020).
2. 3340 PT Roof chimney chase covers – Contractor: MOD - Modify 29 chimney chase covers by re-sealing and re-flashing frame to prevent water from pooling and rusting components and water intrusion inside of manors. Cost \$20,687.96. (Work is scheduled to be Completed on Nov 15th).

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3. 3274 PT - New Concrete Stair Treads – 5 new treads are on order. Installation Contactor: Eagle Iron to install Stair treads.

Solar Committee

Norm King briefly reported that Phase 3 is still in design.

Hospitality Committee

The committee reported that the holiday party is scheduled for December 7 at 5pm in the Diablo Room. It was also reported that this year former Mutual 48 members were invited to attend.

Emergency Preparedness Committee

No report was given.

EVCS – Electric Vehicle Charge Station Committee

David Vereeke reported Tesla came out for bidding, but the bid is still tentative because Tesla needs to perform more measuring. Again tabled until further bidding information.

Recycling and Waste Champion

Tim Andrews reported that the Mutual received a \$1,400 refund from Republic because of a miscoding. Andrews also reported that the garbage signs have not gone up yet per the request of the Board.

New Business:

- Holiday Lights:** Sonya Ford brought up to the Board that if anyone could volunteer in setting up the holiday lights with the Mutual. Several directors and committee members stepped up to help.
- PG&E Work:** Director raised his concerns with the PG&E work that's is currently happening within the Mutual. Rebecca to meet with the contactors to go over updates and the concerns of the Board Members.
- Compost Bins:** It was reported at the meeting that the compost bins get really dirty and have a really strong smell. They briefly talked about Nice Cans, a company who does compost bin cleaning. Tim Andrews to look into costs for monthly scheduling.
- Power washing walkways:** The Board questioned who is responsible for power washing walkways that were dirty or covered in moss. Rick West, Building Maintenance Manger advice the Board to contact MOD to schedule an appointment.
- 2020 Calendars:** The 2020 calendars were presented to the Board.

President's Forum

No report was presented.

Next Board Meeting

The next Meeting will be held on Wednesday, December 18, 2019 at 2:00 pm in the MOD Large Conference Room.

Adjournment

President Ford adjourned the regular meeting at 3:20pm.

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Secretary's Certificate

I hereby certify that the foregoing is a true and correct copy of the minutes of the Board of Director's meeting.

Respectfully submitted,
Lucy Limon, Administrative Assistant